



U.S. PASSPORT INFORMATION

U.S. Embassy Guatemala City

Emergency Passport for Adults

- If your passport was stolen or lost and you are scheduled to leave shortly, you can request an emergency passport.
- You do not need an appointment to apply for an emergency passport.
- Emergency Passports are only approved under special circumstances and are valid for one year maximum.
- Normally we will not be able to issue an emergency passport during the weekend or on Holidays; however you can come any time during [working hours](#). (

Replacement passports are normally valid for a full ten years for adults and five for children. However, if you have urgent travel plans, an **emergency passport can be produced more quickly to allow you to return to the U.S. or continue on your trip**. Once you return home, you can turn in your emergency passport and receive a full-validity passport without paying any extra fees within one year.

The U.S. Embassy in Guatemala may **only** offer **walk-in** emergency passport services if you have travel plans within the next two weeks. Please provide proof of travel.

Adult Applicants (16 years and older)

When you come to the Embassy please present the following documents to speed up your process.

- ☐ Passport application **form DS-11** filled out online and printed. Go to: <https://pptform.state.gov/>
- ☐ **Proof of U.S. Citizenship (if possible):** The most common evidence of citizenship is one of the following:
 - U.S. birth certificate (original or certified copy).
 - Certificate of Naturalization from DHS.
 - Consular Report of Birth Abroad (Form FS-240).
 - Certification of Birth Abroad (Form DS-1350).
 - Certificate of Citizenship from DHS.

NOTE: Social security cards, driver's licenses, and voter registration cards are NOT proof of citizenship.

- ☐ **Proof of identity (if possible):** Common proofs of identity include one of the following:
 - Driver's license.
 - Passports.
 - School identification card.
 - School diploma.
 - Residency card.
 - Acceptable proof is any government/official document with **both name and picture**.

NOTE: A birth certificate is NOT proof of identity.

- ☐ **If the previous passport was lost or stolen**
 - [DS-64 Statement Regarding a Lost or Stolen Passport](#) (may be completed at time of application).
 - **Police Report** is not mandatory but can help confirm the circumstances of the loss or theft.
- ☐ One color passport **photo**, 2" X 2" on a white background. Check photo requirements
- ☐ **Proof of Travel** (Travel Itinerary, airline tickets).
- ☐ Fee payment (to pay at U.S. Embassy):
 - Emergency passport **fee** is U\$135 for adults.
 - It can be paid in cash, (in Quetzales or US dollars), or with a credit card .
 - WE DO NOT ACCEPT CHECKS OR TORN, MARKED OR STAINED DOLLAR BILLS.
 - If you are paying with cash, please bring exact change.

Do not miss your flight!!!

Most of the emergency passports are issued the same day.

If you have no access to a computer you can complete the forms at the Embassy.